

Division of Developmental Disabilities Authorized Forms - Form Formats

Please use only current forms. Many are available on line. Forms are formatted three ways:

* **Hard copy:** A hard copy is often accessible by ordering on line from the Supply Warehouse. If you have problems locating copies, please contact Paul Lamprill at 602-542-6809 or Email PLamprill@azdes.gov

* **Portable Document Format, or .pdf fillable:** This is a popular, on-screen, fillable format, but it has some limitations.

- Field sizes are very limited.
- The tab key must be used prior to printing if the data is to print on the document.
- Data entered on the form cannot be saved on most systems.

* **Word fillable:** This on-screen fillable format is becoming increasingly popular. Word fillable forms have:

- Expandable data entry fields. The fields do have a limit, but the fields can expand allowing for additional pages as needed.
- Data can be saved. However, for security and HIPPA compliance, it is advisable to save only to your network drive. If transmitting by email then the email must be encrypted prior to sending.

Forms in the above formats are coded with a form number in the upper left hand corner.

Hard copies contain an **NA** or a **CC** code. PDF fillables contain a **PF** code and Word fillables contain an **FF** code.

For example:

DDD-1088AFORNA	is a hard copy
DDD-1088AFORPF	is a .pdf fillable form
DDD-1088AFORFF	is a Word fillable form

Spanish versions will have an "S" on the end of the number, such as DDD-1088AFORPFS This means it is the Spanish version of the .pdf fillable form.

In the upper left hand corner, following the form number, there is a date such as (1-07). This is the form development date or the last revision date. Even though the same form in hard copy, .pdf and Word may have different revision dates, all or latest revisions will contain the same information.

Thank you,

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